

Retained by Keeney 4-2
X File: Case File O/P

C-O-N-F-I-D-E-N-T-I-A-L

TAB B

Suggs. No. 889, 2258, & 58-325

20 November 1958

Chief, Central Processing Branch,
Records and Services Division,
Office of Personnel

Chief, Records Management Staff, Management Staff

Storage of Papers for Personnel Departing Overseas

1. Since 1954 there have been numerous suggestions on establishing an Agency repository for storing personal and quasi-personal papers of personnel departing for overseas stations. Analyses of these suggestions have shown that the problem was twofold: (1) Safe storage of vital personal unclassified papers such as wills, marriage certificates, mortgages and insurance policies; and (2) safe storage of classified and unclassified papers of a personal or quasi-personal nature which the employee will need to reestablish himself at headquarters.

2. Part one of the problem has been solved by the establishment in Casualty Affairs Branch of a repository for copies of vital personal papers. However, part two has never been fully resolved mainly because of differing opinions on the need for such a repository, and difficulty in pinpointing responsibility for its establishment.

3. Actually, as I see it, there shouldn't be any problem. There is a secure inexpensive repository for these inactive records—the Agency Records Center. Also, the screening of personal papers to determine whether the Agency has an obligation to store them can and should be done jointly by the employee and his Administrative, Personnel, or Records Officer as part of processing the employee for his overseas assignment. If it is determined that there are papers that should be stored for the employee, depending on their volume, arrangements can be made by the Operating Office to either transfer them to the Records Center officially, or hold them officially in office space.

4. I would appreciate your including this information in your briefing program for employees about to depart for overseas duty. I will also pass this information on to Operating Office Records Officers by sending them a copy of this memorandum.

SIGNED

[Redacted Signature Box]

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